
COUNTER, CROSS AND 3RD PARTY COMPLAINTS

These instructions are used to file a Counter, Cross or 3rd Party Complaint only. If you are filing an Answer and Counter, Cross or 3rd Party Complaint, please use the Answers/Responses category and select **Complaint,3rd,Cross,Counter**. See separate instructions for filing Answers, including 3rd, Cross and Counterclaims.

- STEP 1** Select **Adversary** from main menu
- STEP 2** Select **Complaint** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Counterclaim, Crossclaim** or **Third-Party Complaint**; click [NEXT]
- STEP 5** Upload the .pdf file and any attachments; click [NEXT]
- STEP 6** If you are filing a Counterclaim or Crossclaim, select the party against whom you are filing; click [NEXT]
- STEP 7** If you are filing a Counterclaim or Crossclaim, select the party for whom you are filing this counterclaim; click [NEXT] and proceed to **STEP 9** below.
- STEP 8** If you are filing a Third Party Complaint; click [NEXT] to *ADD THE THIRD PARTY DEFENDANT*.
- STEP 8a** *Search for Party* screen displays. Enter the name of the party; click [SEARCH].
- ☛ *TIP - You must select a ROLE type on the Party Information screen to proceed; select 3rd Pty Defendant (3pd:pty) from drop down list ; click [SUBMIT]*
- STEP 9** If presented with the screen stating the *attorney/party association does not exist in this case*, place a check in the box; click [NEXT].

STEP 10 Docket text appears. Review for accuracy and modify if appropriate.

STEP 11 Final docket text appears; click [NEXT]

☛ *TIP - The text of this docket entry cannot be modified from this screen. If an error is found, abort the transaction and begin again.*

STEP 12 **Notice of Electronic Filing** displays.